JOB DESCRIPTION

Supervisor - Plumbing Shop

Definition of Class
Supervises and participates in the installation, repair, assembly, and maintenance of water, sewage, drainage, air, gas and vacuum systems and related equipment. Has a supervisory responsibility over subordinate employees and reports activities of unit to the Assistant Superintendent of Mechanical Services.

Examples of Work Performed
Supervises and participates in the installation, repair, assembly, and maintenance of water, sewage, drainage, air, gas and vacuum systems, and related equipment, ensuring compliance with codes, department instructions, work schedules, and quality standards.

Plans and schedules work for assigned employees, ensuring proper distribution of assignments and adequate manning, space, and facilities for subsequent performance of duties.

Assists in the establishment of preventive maintenance programs for each assigned system or unit.

Trains and instructs new employees.

Inspects work in progress and upon completion for conformance to predetermined specifications or instructions.

Requisitions materials, supplies and equipment, and maintains inventory of stock items.

Recommends various personnel actions including, but not limited to, hiring, merit recommendations, promotions, transfers, and vacation schedules.

Ensures that all staff under direct supervision adheres to safety rules and regulations.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Supervises and participates in the installation, repair, assembly, and maintenance of plumbing systems.
2. Plans and schedules work for subordinate employees.
3. Inspects work of subordinate employees.
4. Requisitions materials, supplies, and maintains inventory.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not
have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate’s ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 100 pounds.
- **Vision:** Requirements of this job include close vision and color vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to stand; climb or balance; stoop, kneel, crouch or bend; and reach with hands and arms. The incumbent is occasionally required to walk; sit; talk and hear; use hands to finger, handle or feel objects, tools or controls; and taste or smell.

**Experience/Educational Requirements:**

- **Education:**
  Graduation from a standard four-year high school or equivalent (GED).

  **AND**

- **Experience:**
  Eight (8) years of experience related to the above described duties.

  **AND**

- **Licensure:**
  Must possess a valid driver’s license.

**Substitution Statement:**
Related education and related experience may be substituted on an equal basis.

**Interview Requirements**
Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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